

## **5103 - FIRE DIVISION CHIEF**

### **NATURE OF WORK**

**This is responsible supervisory, administrative and technical work in command of a shift of the Suppression Division or in charge of department wide fire fighter training of the City's Fire Department. Employees in this classification with shift command assignments have complete responsibility for directing and controlling all operations conducted during their assigned shift and serve as senior officer in charge on nights, holidays and weekends. These responsibilities are accomplished in accordance with established departmental rules and regulations, and modern principles of fire service practices, with considerable latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Receives reports from off-going Division Chief; prepares roster and assigns personnel to specific fire stations for 24-hour shift.**

**Plans shift activities and advises officers of any special activities for the day including unplanned training, inspection and apparatus maintenance.**

**Schedules vacations and processes requests for time off.**

**Receives and reviews fire incident reports, employee evaluation reports, accidental and injury report and apparatus readiness reports.**

**Prepares daily attendance reports, out of class reports, rescue out of class reports and daily status reports to the Fire Chief.**

**Inspects facilities, apparatus, equipment, and company drills to evaluate effectiveness of division operations, and to institute or recommend changes to improve such effectiveness or efficiency.**

**Prepares and maintains and/or supervises the preparation and maintenance of records and reports of assigned activities, or such other reports as may be required.**

**Confers with Assistant Fire Chief and/or Fire Chief to receive orders and exchange information of Division activities and Department goals, objectives, plans or policies.**

**Assumes control of Fire Department activities at the scene of a fire or other major emergency, and be held responsible for the proper deployment of personnel, apparatus and equipment; may evaluate the effectiveness of such operations.**

**Attends meetings, schools, and training sessions.**

**Performs related work as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Thorough knowledge of modern techniques of fire administration, with special attention to fire prevention and fire fighting principles, practices and procedures.**

**Thorough knowledge of City and County fire ordinances and regulations, the principles and practices of fire prevention, and of effective techniques of public information in relation to fire**

prevention.

Thorough knowledge of departmental policies and procedures, City Personnel Rules, and purchasing procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the various City Boards which interface with the department and its activities.

Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department and the ability to supervise the effective use of such apparatus and equipment.

Considerable knowledge of the geography of the City of Miami Beach, including the location of streets and hydrants and the types and characteristics of fire hazards within the City.

Ability to analyze situations correctly and quickly and to adopt effective courses of action, in consideration of surrounding hazards and circumstances.

Ability to plan, assign and direct the work of subordinates, both under emergency conditions at the scene of a fire or other emergency, and in routine work.

Ability to analyze, prepare, and present, both verbally and in writing, reports and information of various kinds, including the fiscal needs of the Division for incorporation into the Department's annual budget.

Ability to train and otherwise instruct in modern fire fighting and fire prevention principles, practices and procedures.

Ability to laterally transfer into another Division of the Fire Department and assume command thereof, without interruption of operations.

Ability to represent the Fire Department effectively in public, to enlist cooperation in its programs, and to present its programs effectively at public meetings.

Ability to establish and maintain effective working relationships with City boards and officials, other City employees, officials of other agencies, professional groups, and the general public.

## **MINIMUM REQUIREMENTS**

An Associate degree in Fire Science or equivalent supplemented by completion of advanced course work in firefighting techniques, fire administration, and supervision; and extensive experience in fire fighting, fire rescue, fire prevention and/or Fire Department Management, including considerable experience as a Firefighter for the City of Miami Beach.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

## **SUPERVISION RECEIVED**

Incumbent confers with the Assistant Fire Chief, or Fire Chief, on difficult situations, important

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**administrative decisions, and on significant exceptions from established practices. Use of judgment and effectiveness as a command officer is reviewed through staff meetings, conferences, inspections, and observations by superior officers from whom general and specific assignments are received.**

#### **SUPERVISION EXERCISED**

**Incumbent plans, directs, controls and is held accountable for the activities of all subordinate, with considerable latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties.**

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